

April 25, 2018



## Notes from the Environmental Workforce Professional Learning Community (PLC)—Cycle 18, Session 8

This series of bi-weekly phone calls examines effective Environmental Workforce Development and Job Training (EWDJT) strategies from experienced grantees. PLC calls share ideas among successful grantees and prepare interested organizations for the next EPA Request for Proposals. Calls will be a mix of open discussion, workforce development news, resources, and presentations from current grantees.

- Topics:
1. News from Washington and HMTRI
  2. Questions from PLC members
  3. What to do if your proposal is not funded this year
  4. What to do when your proposal is recommended for funding
  5. Things to consider if you are in the second or third year of your grant cycle
  6. The Federal Omnibus Funding Bill and the BUILD Act
  7. Upcoming webinars
  8. Upcoming meetings and workshops
  9. Funding opportunities
  10. EPA Regional Job Training Coordinators
  11. Tune into upcoming PLC calls
  12. Attachment – Registration for the 2018 All Grantee Meeting and Workshop

### **1. NEWS FROM WASHINGTON AND HMTRI**

#### **EWDJT grant awards**

EWDJT funding announcements are about to be announced. EPA is looking at an announcement date around May 3rd.

#### **Next EWDJT Request for Proposals delayed**

We just received news that EPA will not be issuing an EWDJT Request for Proposals for FY19 (normally issued in November). This is a result of EPA having to plan for a smaller budget associated with the Omnibus Funding Bill and committing to Congress that a FY19 competition would not be held.

Instead, EPA is discussing internally a plan to release the next RFP in the Spring of 2019. Grants could then be awarded after FY19 ends September 30th, 2019. Since the Federal fiscal year ends September 30th, grants would be awarded as part of the FY20 budget. Comparing it to the current cycle, this would mean grantees selected for FY20 would simply receive their funding about 4 months later than they would if they applied for FY19 funds. More details will emerge as we get closer to the All-Grantee Meeting this August.

#### **ARC grants awarded**

EPA has announced that 144 communities will receive 221 grants totaling \$54.3 million in EPA Brownfields funding through the Assessment, Revolving Loan Fund, and Cleanup (ARC) Grants to assess,

clean up and redevelop underutilized properties while protecting public health and the environment. These funds will expand the ability of communities to recycle vacant and abandoned properties for new, productive reuses. EPA News Release and list of the [FY 2018 Applicants Selected for Funding](#). You can also access a list of all the brownfields grants (including EWDJT grantees) at the following address: [https://cfpub.epa.gov/bf\\_factsheets/index.cfm](https://cfpub.epa.gov/bf_factsheets/index.cfm).

### **Annual HMTRI social media and curriculum scan**

Please send us your completed HMTRI Social media and curriculum scan. If you have not received your scan, please contact Bruce Diamond at [bdiamond@eicc.edu](mailto:bdiamond@eicc.edu).

### **2018 Annual All-Grantee Meeting and Workshop – August 8th and 9th – Alexandria, VA**

PLC members are invited along with current and alumni EWDJT grantees to this special workshop. The Annual All-Grantee Meeting is a no-cost networking and break-out event attended by the following participants:

- Present EPA-funded Environmental Workforce Development and Job Training (EWDJT) grantees
- Past EWDJT grantees
- **PLC members**
- EPA Regional Workforce Development Coordinators
- EPA headquarters Staff and special guests

Hotel and working meals are provided (participants must cover travel and dinner expenses). **See registration and information attached to these post session notes.** Send any questions and suggestions you may have to Heather at [hkballou@eicc.edu](mailto:hkballou@eicc.edu) or 563-441-4093.

Glo announced her retirement at the end of last year. Please join us to congratulate Glo on her new Emeritus status! Only four were so honored at Eastern Iowa Community College this year, so this is an extra special recognition for a job well done.

## **2. QUESTIONS FROM PLC MEMBERS**

If you have questions you would like addressed, send it to Heather Ballou at [hkballou@eicc.edu](mailto:hkballou@eicc.edu).

When EPA announces the FY funding awards next week, how long before new grantees can begin charging expenses to the grant?

*Grantees can begin charging expenses to the grant as early as 90 days before the funds are officially released. Keep in mind that funds will not be released until work plans have been approved and paperwork completed. This can take 3-4 months (see discussion below) but must be completed before October 1st.*

## **3. WHAT TO DO IF YOUR PROPOSAL WAS NOT FUNDED THIS YEAR**

EWDJT awards are made based on the quality of the program described in the proposal. As most of you

are aware, proposals are ranked and evaluated on a curve as objectively as possible with consideration given to special situations (see [FY2018 Environmental Workforce Development and Job Training Grant Guidelines](#)).

Since grantees cannot reapply for a grant if they received one in the previous year, about 34 second and third year grantees are eligible to reapply in any given cycle. Assuming 10-20 new organizations also apply, the odds of a proposal being funded is between one-in-three and one-in-four.

In short, some years the competition can be steep, leaving many excellent applications unfunded. This does not mean they represent underperforming programs. It indicates that their proposal submission was not evaluated as high as those funded. Many programs have missed a year (sometimes more), only to come back strong with a new program and comprehensive proposal. EPA encourages applicants not funded in FY18 to reapply for the next round of EWDJT grants. For programs that were not funded this year, we would suggest the following:

- Don't give up. A new request for proposals is likely to be issued in Spring 2020.
- It is important that you request a formal review of your proposal within 14 days of the notification letter. EPA Regional Coordinators will review your proposal, reader comments and provide guidance on how your proposal can be improved (see section 10 of these notes for Regional Coordinator contact information).
- Work to keep your team active: inform partners, supporters and stakeholders of your intentions to re-compete with an expanded proposal.
- Reexamine leveraged partnerships and supporters.
- Revisit your community and labor market assessments.
- Do not attempt to resubmit the same proposal during the next competition. It must be improved. Review the reader comments with the EPA Regional Coordinator.
- Take advantage of technical assistance and mentoring opportunities available to organizations interested in establishing an Environmental Workforce Development and Job Training program. Many resources are available to interested organizations including HMTRI's Annual All-Grantee Meeting, listserv, website, Professional Learning Community, and individualized technical assistance.
- If possible, register for the HMTRI All-Grantee Meeting as soon as possible (see section 8 of these notes). At the meeting PLC members can network with current grantees and meet with EPA Regional Coordinators in preparation for the next Request for Proposals.
- Begin NOW. It takes months to establish a network of community organizations, partners, employers and leveraged resources to properly develop or expand the EWDJT program.

#### **4. WHAT TO DO IF YOUR PROPOSAL IS RECOMMENDED FOR FUNDING**

It is likely that you may get the good news before an official notification has been sent to the program contact. Here are some issues to consider when official notice does arrive.

### **What next – After the announcement**

- Convene a small internal meeting among principles of the organization to discuss specifics of the grant, timelines, deliverables and responsibilities.
- After the award letter has been received, the principal grant recipient must acknowledge their acceptance of the terms and conditions. In the case of governmental organizations, acceptance may have to be approved by City Council, community colleges, nonprofit, and tribes may need approval from the Board of Directors, Tribal Council, or Director. Don't assume these approvals will be automatic.
- Soon after announcements are made Regional Coordinators will contact and send a package or templet with all the information the EPA grants office needs to process the grant.
- Next are a series of kick off meetings including one with program staff, the Regional Coordinator, followed by public announcements, community and stakeholder events.
- Terms and Conditions with approved work plans should be the primary focus during the next 4 months.
- Concurrently discussions will continue with the EPA Project Officer in order to process the cooperative agreement, work plans and approval to release funds. Discussions need to be completed before September 30th (end of FY2018).
- It is best to respond to EPA's requests for information quickly as the EPA grants office will be busy processing both ARC and EWDJT grants concurrently. If the approval progress gets delayed, it should be noted that expenses may be charged to the grant 90 days before final paperwork and official notice that funds are available.

As part of "Terms and Conditions", two employees from the grantee's organization must complete the EPA online mandatory [Grants Management Training for Non-Profit Applicants](#). One of the employees must be the project manager the other authorized to draw down funds. Money will not flow until training has been completed. Those who have received prior EPA awards are likely already certified making this a non-issue.

### **Organize internally first before getting the word out.**

Here are some suggestions for organizing internally, then meeting with the EPA Regional Coordinator and finally getting the word out.

#### **Internal organizational meeting**

##### ***Desired Attendees include:***

- Organization management
- The EWDJT project manager
- Key Advisory Board members
- Staff who will be working on the project
- Contractors/Consultants (already vetted and selected)
- Other invitees as deemed appropriate by the project officer

***Goals for the internal meeting include:***

- Review the project timeline, goals, and objectives.
- Revisit the grant proposal, deliverables, and budget.
- Assign responsibilities to key personal, advisory board members, and consultants.
- Insure that workloads assigned to key personal will sufficiently cover project deliverables.
- Review community and labor market assessments to insure they are still relevant.
- Insure trainers have coordinated training with community and employer needs.
- Discuss revisions that may need to be addressed in the work plan or budget.

**Meeting with the EPA Regional Coordinator**

***Desired Attendees include:***

- EPA Regional staff assigned to the project
- The grantee project manager
- Grantee senior staff if appropriate
- Key staff and personal with major responsibilities
- Advisory Board members who may have an integral role in grantee operation

***Goals for the kickoff meeting include:***

- Grant Terms and Conditions (review grant processing packet)
- Reporting requirements, including quarterly reports and ACRES, and expected time frame to report accomplishments.
- Review the project timeline, goals, and objectives.
- Revisit the grant proposal, deliverables, budgets, and possible revisions to the work plan.
- Brief the EPA Project Manager to become acquainted with the community and the target area.
- Help the project manager understand responsibilities under the Cooperative Agreement.
- Identify issues to avoid future surprises.
- Develop a schedule and lay out clear expectations for all involved.
- Review the proposed Curriculum and certifications provided.
- Go over allowable expenses and process for reimbursement.
- Present performance expectations and expenditures.
- Review targets and projected milestones by year. Compare to work plan.
- Answer grantee questions from internal meetings.
- Advice, tips and sources of additional support known to the Regional Coordinator.

**Public kickoff meeting (meet and greet)**

***Guests may include:***

- Organization management
- The EWDJT project manager
- Key Advisory Board members
- Staff who will be working on the project
- Community partners and supporters

- Governmental organizations, Federal, State, and local elected officials
- Local religious and community organizations
- Interested residents and stakeholders
- Supporters and leveraging partners
- Local press, radio, TV, and news organizations

***Goals for the public kickoff meeting include:***

- Explain how EWDJT will benefit the community.
- Review the project timeline, goals and objectives.
- Describe planned efforts for engaging the public.
- Introduce key program personnel and briefly describe their roles and responsibilities.
- Introduce other partners (other agencies, city personnel, elected officials).
- Include an opportunity for networking between program staff and among guests.
- Discuss the opportunities associated with environmental jobs.
- Review the curriculum, training schedule, and services available.
- Provide insight regarding the community impact.
- Detail the recruitment, application, and screening process.
- Answer questions and concerns.

**5. THINGS TO CONSIDER IF YOU ARE IN THE SECOND AND THIRD YEAR OF YOUR GRANT CYCLE**

As previously noted, grantees cannot reapply for a grant if they were awarded funding in the previous year. That allows existing second year grantees two opportunities to reapply for EWDJT funding while avoiding the possibility of disrupting their program. Third year grantees have a single opportunity to submit a proposal to continue their program. Clearly, grantees with previous experience have an advantage of training experience, established leveraging partnerships, employer relationships, program management, and a reputation in the community. Unfortunately when as many as 30 other grantees are eligible for funding, competition requires that experienced grantees be among the best.

Many excellent programs are not able to be funded because of budget constraints. As a result, grantees should prepare plans to “sit out” a cycle or two if their proposal is not selected for refunding.

Here are some ideas to consider for grantees finding themselves in year two or three of their grant cycle.

- Start your “Plan B” as soon as possible during your first year of operation. The best time to secure leveraged partners is when the EWDJT program is fully operational.
- Seek out larger organizations with institutional or legislative funding to merge into.
- Assume EPA funds are temporary and are for startup purposes. Look to state and local governmental organizations for continuing support.

- Keep an eye out for Federal, State and local funding opportunities even when they are not directly related to EPA environmental workforce training.
- Consider approaching other training programs allowing them to add environmental training to services they are not currently offering.
- Begin planning for the next EWDJT Request for Proposals.
- If your organization is resubmitting, do not assume an old proposal can be resubmitted. Some EPA Regional Coordinators keep track of old proposals for reference. Partnerships, associations, and assessments need to be maintained and current.
- Keep current stakeholders and supporters informed but expand your circle of partners
- Plan ahead. It takes a good part of the year to assemble, coordinate, and institute a working partnership team.

If EPA skips the FY19 competition and is able to begin early on a FY20 program, this is what a possible calendar might look like. **NOTE:** these are just ideas being discussed and have not been formalized. They would effectively push the current cycle back about 4-5 months.

- Requests for proposals will not be issued this year as in the past
- EPA considering the next Request for Proposals– Spring 2019
- Awards would be announced –Fall 2019 (After the end of the FY19 fiscal year- perhaps in October 2019)
- Award letter and acceptance by applicant--November 2019
- Terms and Conditions with approved work plans – January 2020
- Official notice that funds are available for spending – February 2020
- Training and execution of work plans including quarterly and ACRES reports – Spring 2020

## 6. THE FEDERAL OMNIBUS FUNDING BILL AND THE BUILD ACT

While the EWDJT program received “not so good” news this week, the Brownfields program received great news.

“For years policy brownfielders have lobbied for a brownfield authorization and modernization. Over a similar period, the Federal Reserve has begged for fiscal stimulation. The 2018 omnibus bill gave us both.” Check out this article in Brownfield Listings, LLC by ~Dan French, CEO, Brownfield Listings, LLC

<http://edrnet.com/federal-omnibus-funding-bill-build-act-brings-good-news-brownfields/>

## 7. UPCOMING WEBINARS

**BUILDing on Brownfields Progress: Opportunities from the New Federal “BUILD Act” Brownfields Law**

Wednesday, May 9, 2018

2 pm EST

In March 2018 the U.S. Congress passed and the President signed into law the “Brownfields Utilization, Investment, Utilization, and Development Act”, the first new federal legislation supporting brownfields revitalization since the 2002 passage of the first national brownfields law. Log on to hear how the “BUILD Act” brings about major changes to brownfield programs and grants including applicant eligibility and liability protections. The webinar will feature officials from U.S. EPA, a local community, national brownfield experts, and the coordinator of the National Brownfields Coalition.

Click [here](#) to register and visit the event [webpage](#) to get more information about this May 9th BUILD Act webinar (For registration questions contact Sean Vroom, [svroom@njit.edu](mailto:svroom@njit.edu), 973-596-6415).

[Presentation Slides](#) (PDF)

[Summary Of Build Act](#) (PDF)

[BUILD Act Document](#) (PDF)

### **Powering Up Landfills, Greyfields and Brownfields as Brightfields**

Newark, New Jersey

Tuesday June 19, 2018

Brownfield Listings is proud to present a premier solar development event that will bring together [SOLAR DEVELOPERS, PROPERTY OWNERS/MANAGERS](#) and other [SOLAR PROFESSIONALS](#) to hear fresh industry insights from public and private sector experts, to pose technical questions to trained brownfield/land use professionals on site and to make direct connections via an opt-in [SOLAR MARKET MIXER](#).

This is a must-attend event for:

1. Landowners, property managers,
2. Solar developers seeking land for purchase or lease,
3. Public and private sector professionals working in solar,
4. Anyone motivated towards utilizing greyfields, brownfields, landfills, and Superfund sites,
5. Anyone wanting to learn more about the application of solar energy on the land.

Attendees can connect to property owners/managers, professionals, public officials, solar developers and deal-makers and sit in high caliber educational sessions scheduled along two separate tracks. The landowners' track will focus on how to convert contaminated, blighted and marginal real estate into solar energy assets, while the solar developers' track will focus on navigating the developmental and transactional ins & outs of the brownfield, landfill and Superfund landscape. For more information – go to: <https://brownfieldlistings.com/events/Solar-Development-Event-Newark-Home>.

### **8. MEETINGS OF INTEREST**

**Network with the experts - 2018 Annual All-Grantee Meeting and Workshop – August 8<sup>th</sup> and 9<sup>th</sup>  
PLC participants are invited.**

If you do not have a registration form, contact Heather at: [hkballou@eicc.edu](mailto:hkballou@eicc.edu)

The Annual All-Grantee Meeting is a no cost networking and break-out event attended by the following participants:

- Present EPA-funded Environmental Workforce Development and Job Training (EWDJT) grantees
- Past EWDJT grantees
- **PLC members**
- EPA Regional Workforce Development Coordinators
- EPA headquarters Staff and special guests

Hotel and working meals are provided (participants must cover travel and dinner expenses).

Send questions and suggestions to Heather at [hkballou@eicc.edu](mailto:hkballou@eicc.edu) or 563-441-4093.

Watch for our All-Grantee Meeting Idea Scan. Participants will have a chance to contribute in development of the agenda.

### **Northeast Sustainable Communities Workshop (NSCW)**

**New Jersey Institute of Technology**

**Newark, New Jersey**

**May 23, 2018**

Now in its 9th year, the Brownfield Coalition of the Northeast (BCONE) will be hosting the Northeast Sustainable Communities Workshop (NSCW) 2018 at the New Jersey Institute of Technology (NJIT) in Newark, New Jersey on May 23, 2018. The conference brings together experts and attendees to discuss the most current and state of the art approaches and strategies that you will not hear anywhere else.

The NSCW's goal is to break new ground, offer new ideas, and posit new concepts on the topics of sustainability, collaboration and leverage, contamination, resiliency, brownfields, technology, and their impact on community revitalization.

### **OSHA Health and Safety Instructor Training**

June 4-15, 2018

Davenport, Iowa

Registration has passed but wait listing may be available.....

The Community College Consortium for Health and Safety Training (CCCHST) instructors are prepared through a 10-day Train-the-Trainer Program called the GreatEST Institute (Great Environmental Safety Training Institute) to deliver required certifications for public and private responders and workers including:

- 40-hour Waste Site Worker Health and Safety
- 24-hour Industrial Emergency Response
- DOT Haz Mat Awareness
- Confined Space Non Entry Rescue

- Hazard Awareness and Communication
- Disaster Site Worker Awareness

Instructors use CCCHST curriculum to train workers and responders in their local area and report to PETE the number of courses they provide, for which they are provided a small reimbursement. PETE reports these numbers to NIEHS. CCCHST members may charge for the courses offered in their local area. Instructors reporting numbers may return at least every two years for Instructor Refresher training offered at colleges across the nation.

In 2016, membership numbered 157 training organizations with 214 trainers in 35 states and two U.S. territories. CCCHST institutions offered 3710 classes to 60,888 students generating 409,579 contact hours this past year.

CCCHST is sponsored by the Partnership for Environmental Technology Education (PETE) headquartered in South Portland, Maine. PETE is one of twenty-two affiliated councils of the 1,150-member American Association of Community Colleges (AACC) and the only council whose core mission is environmental, health, safety and security training. PETE has more than 400 community, technical and tribal college members for whom PETE provides faculty development programs, workshops and institutes. This program is supported with grant funding from the National Institute for Environmental Health Sciences (NIEHS) Grant #5U45ES019377-08. 20 scholarships covering travel, tuition, lodging and some meals are available from PETE.

Electronic Applications are available on our website homepage [www.nationalpete.org](http://www.nationalpete.org), or link to the page <http://nationalpete.org/2017/11/28/3568/>. For more information contact: Patti Thompson [pattijthompson@gmail.com](mailto:pattijthompson@gmail.com) / 319-721-1509.

### **National Conference on Equitable Development**

**Bethune-Cookman University Performing Arts Center**

**Daytona Beach, FL**

**June 20-21, 2018**

The National Conference on Equitable Development will be hosted and organized by the Bethune-Cookman University, Florida Agricultural and Mechanical University (FAMU), and University of South Florida. The Conference will be held June 20-21, 2018 at the Bethune- Cookman University Performing Arts Center. This year's theme is "Strategies for Creating Sustainable, Healthy, & Economically Vibrant Communities."

CALL FOR PRESENTATION ABSTRACTS – DEADLINE FOR ABSTRACTS IS MAY 15, 2018

They are soliciting presentations for the Conference emphasizing the theme. [Click here](#) for more details on submitting an abstract. They are looking for presentations which address an array of equitable issues including but not limited to:

- Housing and Transportation for a Healthy Community
- Community Health, Health Equity, Built Environment

- Economic Revival, Opportunity, and Development
- Community Development, Land Use, Zoning, and Environmental Justice
- Fresh and Healthy Food, Community Gardens, Farmer's Markets

## 9. FUNDING OPPORTUNITIES

### Funding Available to Strengthen Appalachia's Coal-Impacted Economies

Proposal due date: July 27, 2018 (180 days after release date) Cycle 2

Appalachian Regional Commission (ARC) announces a new [request for proposals](#) (RFP) for funding [POWER \(Partnerships for Opportunity and Workforce and Economic Revitalization\) Initiative](#) for fiscal year 2018. POWER is a congressionally funded initiative that targets federal resources to help coal-impacted communities and regions by cultivating economic diversity, enhancing job training and re-employment opportunities, creating jobs in existing or new industries, and attracting new sources of investment. The focus of ARC's POWER Initiative for FY18 will remain on investments that are regional, strategic, and transformational and that maximize the economic revitalization of coal-impacted communities and regions. Over the next two months, ARC will host five free workshops across the Region for community leaders, industry representatives, and economic development officials to learn about the objectives of the 2018 POWER Initiative, which organizations are eligible for funding, and how to develop a competitive funding proposal

## 10. EPA REGIONAL JOB TRAINING COORDINATORS

EPA Region 1 Danny Rodriguez	CT, ME, MA, NH, RI, VT	Phone: (617) 918-1060 E-mail: rodriguez.danny@epa.gov
EPA Region 2 Schenine Mitchell	NJ, NY, PR, VI	Phone: (212) 637-3283 E-mail: mitchell.schenine@epa.gov
EPA Region 3 Jeff Barnett	DE, DC, MD, PA, VA, WV	Phone: (215) 814-3246 E-mail: barnett.jeff@epa.gov
EPA Region 4 Bushra Jawaid	AL, FL, GA, KY, MS, NC, SC, TN	Phone: (404) 562-8569 E-mail: jawaid.bushra@epa.gov
EPA Region 5 Linda Morgan	IL, IN, MI, MN, OH, WI	Phone: (312) 886-4747 E-mail: morgan.linda@epa.gov
EPA Region 5 Craig Mankowski		Phone: (312) 886-9493 E-mail: mankowski.craig@epa.gov
EPA Region 6 Rita Ware	AR, LA, NM, OK, TX	Phone: (214) 665-6409 E-mail: ware.rita@epa.gov
EPA Region 7 Alma Moreno Lahm	IA, KS, MO, NE	Phone: (913) 551-7380 E-mail: moreno-lahm.alma@epa.gov
EPA Region 8 Christina Wilson	CO, MT, ND, SD, UT, WY	Phone: (303) 312-6706 E-mail: wilson.christina@epa.gov

EPA Region 9 Nova Blazej	AZ, CA, HI, NV, AS, GU	Phone: (415) 972-3846 E-mail: blazej.nova@epa.gov
EPA Region 9 Noemi Emeric-Ford		Phone: (213) 244-1821 E-mail: emeric-ford.noemi@epa.gov
EPA Region 10 Robert Tan	AK, ID, OR, WA	Phone: (206) 553-2580 E-mail: tan.robert@epa.gov

## 11. UPCOMING PLC CALLS

Join our 30 minute discussion with EPA EWDJT grantees, alumni and new interested stakeholders. PLCs give grantees a chance to highlight their programs and an opportunity for others to learn from their experience.

Email questions or to be placed on the PLC register send contact information to [hkballou@eicc.edu](mailto:hkballou@eicc.edu).

**Next PLC Session:** May 9, 2:00 p.m. ET  
319.527.3513, access code 550105#  
Please call in five minutes early.

**Upcoming PLC sessions:** PLC Date  
191 May 9  
192 May 23

Feel free to invite a guest! Send your contact information to Heather Ballou at [hkballou@eicc.edu](mailto:hkballou@eicc.edu). Visit our [HMTRI Brownfields Toolbox](#) website for more information on Brownfields Environmental Workforce Development and Job Training programs. All [PLC session notes and recordings](#) are also located on the website. For those interested in providing content or suggestions, please contact Heather Ballou at [hkballou@eicc.edu](mailto:hkballou@eicc.edu).

**NOTE:** The PLC brings together ideas and opinions of individuals interested in environmental workforce development and job training. Ideas and opinions are not those of EPA or its policy and should not be taken as official guidance.



## 12. REGISTRATION FOR THE 2018 ALL GRANTEE MEETING AND WORKSHOP

DATE: January 17, 2018  
TO: Environmental Job Development and Training Grantees  
FROM: Heather Ballou, HMTRI  
RE: Annual Environmental Job Development All-Grantee Meeting



The Hazardous Materials Training and Research Institute (HMTRI), under a cooperative agreement with the U.S. Environmental Protection Agency, invite you to attend the **ANNUAL ENVIRONMENTAL JOB DEVELOPMENT ALL-GRANTEE MEETING** on August 8–9, 2018 (travel days August 7 and August 10) in Alexandria, Virginia. All grantees are strongly encouraged to attend. This meeting provides a unique opportunity to share a variety of approaches to Brownfields job training and development. The focus of the meeting is for grantees to exchange information and ideas with each other and with EPA Regional/Headquarters representatives. The goal of the meeting is to assist every grantee to develop their best possible job training program. By attending, you will have the opportunity to share:

1. Information that will include basic program component guidelines necessary for successful completion of your program, initiatives that support and interact with Brownfields activities, key measures and expectations, partnering, and related job development program issues;
2. Project plans and implementation strategies with other grant recipients and your EPA project officer; and
3. Information on available technical resources and technical assistance sources.

The meeting will be held **two FULL days**. Participants will be expected to attend the entire meeting, so please schedule your travel days on August 7 and August 10. HMTRI will pay lodging costs for people from out of town for three nights (Tuesday, Wednesday, and Thursday).

### AGENDA DETAILS

The meeting will begin at 8:00 a.m. and adjourn approximately 5:00 p.m. each day. The agenda will consist of 2–4 tracks running concurrently, and large-group sessions. It is helpful when at least two representatives from each program attend as a team in order to take advantage of the concurrent sessions and networking that will take place at the meeting.

All sessions will be informal, and you will be encouraged to participate in all discussions. If you have a question on a particular topic or want to share a best practice, please bring that with you. A draft agenda will be emailed to you before the meeting.

### COST

There is no fee to attend. Participants from out of town will have their lodging paid for three nights (Tuesday, Wednesday, and Thursday) through the master contract we have set up with the Crowne Plaza Old Town Alexandria.

## MEETING DETAILS AND HOTEL INFORMATION

### WHEN

Wednesday, August 8, 2018 | 8:00 a.m.–5:00 p.m.  
Continental breakfast, working lunch, and breaks will be provided.  
Thursday, August 9, 2018 | 8:00 a.m.–5:00 p.m.  
Continental breakfast, working lunch, and breaks will be provided.

**CASUAL DRESS IS REQUIRED!**

### WHERE

Crowne Plaza Old Town Alexandria, 901 N. Fairfax Street, Alexandria, VA 22314  
Reservations phone number: 1.877.317.5752  
Reservation deadline: **MONDAY, JULY 9, 2018 \***

A block of rooms has been reserved at the Crowne Plaza Old Town Alexandria. HMTRI will pay lodging costs for people from out of town for three nights (Tuesday, Wednesday, and Thursday, August 7–9. You are responsible for making your own hotel reservations. Call the reservations number listed above and identify yourself as being with the **HMTRI BROWNFIELDS ALL-GRANTEE MEETING 2018** to be put in the reserved block of rooms at the group rate of \$119 per night. You can also [book your reservation online](#). As part of this year's contract, all sleeping rooms will have complimentary Internet access.

The deadline for making reservations is **MONDAY, JULY 9.\*** After that date, any remaining rooms will be released for general sale and will be handled on a space availability basis at a higher rate. The hotel will ask for your credit card number when you call to make your reservation only to confirm your lodging and to pay for incidentals. The hotel must be notified of any cancellations 72 hours prior to your arrival date. **Charges incurred for rooms not canceled within this time constraint will be billed to your credit card.**

\* Reservations made after the deadline may receive a higher rate. You will be responsible for paying the difference between the group rate and the higher rate.

**NOTE: Space is limited.** Please register for the meeting and make your hotel reservations **NOW** to avoid problems later. ***It is much easier to cancel a hotel reservation than it is to get one at the last minute!***

### HOW TO REGISTER

Please send me an email at [hkballou@eicc.edu](mailto:hkballou@eicc.edu) and include:

Your name, organization, address, city/state/zip, phone, fax, and the name of the job training program you are representing or indicate that you are a PLC member. A registration form is also included with this letter that you can fax or email. Emailed registrations are preferred. The registration deadline is **MONDAY, JULY 9.**

The effectiveness of this meeting depends on the participation of EPA regional project officers and a representative from each Job Training program. **You are strongly encouraged to attend.** If you have any questions, please contact me at 563.441.4093 or by email at [hkballou@eicc.edu](mailto:hkballou@eicc.edu); or contact your Regional EPA Brownfields Project Officer.

Thank you. I hope to see you in August!



## REGISTRATION FORM

### ***ANNUAL ENVIRONMENTAL JOB DEVELOPMENT ALL-GRANTEE MEETING***

August 8-9, 2018  
Alexandria, Virginia

(PLEASE COPY THIS FORM FOR MULTIPLE REGISTRATIONS)

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Name of Job Training Program you are representing or if you are a PLC member:

\_\_\_\_\_

If you are unable to register through email,  
please fax this registration

**BEFORE July 9, 2018**

to:

Heather Ballou  
563.441.4080 fax

